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**Program Enhancement Plan
ADOPTION SERVICES COMMITTEE**

MEETING MINUTES

November 15, 2005
9:30 AM – 3:00 PM
UW Pyle Center, Madison

I. Welcome/Introductions/Announcements

Dale Langer, Manager of the Adoption and Consultation Section, welcomed participants and made introductions.

II. Structured Analysis Family Evaluation (SAFE)/ WI Combining FFA and AFA

Sherill Jahr, Audrey Conn and Wendy Krueger and Dale Langer

There was discussion concerning the 3 possible options of transitioning to SAFE, combining the AFA/FFA or leaving things as they are now. Committee members will be sent examples of the completed SAFE study documents, and the WI mock study prepared by the sub-committee, minus identifying information, for discussion at the next committee meeting on January 10, 2006. In addition, a memo will be sent to county foster care coordinators and lead adoption contract staff with information about these options to solicit feedback. Responses will be discussed at the January meeting. The sub-committee will contact Lynn Lehr / Kate Cleary to obtain information regarding the use of SAFE and ICPC with adoptive placements for discussion at the next meeting. Deadlines regarding template / screen edits were reviewed by WiSACWIS staff.

III. Child Preparation/Photo Listing/Sibling Placement Issues

Colleen Ellingson and Nan Upright-Sexton

“Touch points”, a tool to ensure coverage of ‘all points’ concerning adoption and permanence was briefly discussed. Although they are not a part of the ‘PEP’, it was agreed to share them with supervisors, area administrators, and foster care coordinators at regional meetings and at the various partnership trainings.

IV. Post Adoption Services, Displacements Dissolutions Form

Sub-Workgroups updated on assignments

This is a form for State Permanency Planning Consultants to complete when meeting with county and tribal staff to help identify programmatic needs to support adoption. The content of the form was discussed and needed edits identified. After edits are made, the form will be finalized for immediate use.

VI. Permanency Consultation and Adoption Standards

Merriel Kruse and Cheryl Howe

The standards were intentionally written ‘non-specific’ to avoid becoming obsolescence. The committee liked the format and content, but tribal references need to be added. An update will be provided at the next meeting and the committee members look forward to the associated policy for each section.

VII. Number Memo Status

Dale Langer informed the committee that the DCFS Informational Memo and Timeline regarding Continuous Permanency Planning Guidelines was finalized and will be sent out.

The Committee agreed to develop a hand out that identifies “high risk factors” to serve as a ‘reference tool’. A copy of a draft Informational Memo that another PEP committee prepared regarding “Definitions of Child at High Risk” and “Difficult to Place Children” was shared. Comments regarding the memo should be provided to Jill Duerst by 11/22/05.

VIII. Agenda for the Next Meeting - items were identified and will be reflected on the agenda.

NEXT PEP ADOPTION COMMITTEE MEETING – January 10, 2006 in MADISON